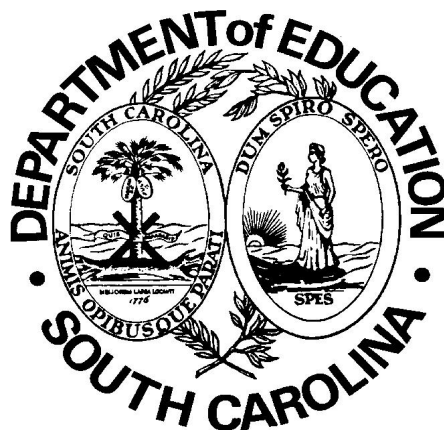


Policies and Procedures for the Collection of School Dropout Data



**District and Community Services
Office of Safe Schools And Youth Services
South Carolina Department of Education**

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SECTION 1

Definitions of Terms

A. Dropout

The State Board of Education defines *dropout* as a student who leaves school for any reason, other than death, prior to graduation or completion of a course of studies and without transferring to another school or institution.

Although this document provides a listing of the various categories of “school leavers” in the next section, the following criteria clarify and expand the above definition by designating a dropout as an individual who

- was enrolled in school during the previous school year but did not reenroll at the beginning of the current school year;
- was enrolled in school during the previous school year and dropped out, reenrolled at the beginning of the current school year, but left prior to October 1;*
- leaves an elementary or secondary school and enrolls in adult education or a program preparing for the GED (General Educational Development) exam;** or
- is not temporarily absent due to suspension, long-term illness, or other emergency.

* If October 1 falls on a Saturday, report membership on September 30. If October 1 falls on a Sunday, report membership on October 2.

** The exception is the case in which the public school system monitors the student’s enrollment and reports the student as a dropout if he or she drops out of the program.

B. School Year

For the purposes of tabulating school dropouts, the term *school year* refers to the twelve-month period that begins October 1 and ends September 30. Thus it includes the summer. Please note, however, that students who reenroll in school after having dropped out during the previous school year and who leave prior to October 1 of the current school year will be counted in the twelve-month collection cycle. This means, for example, that a student who dropped out of school in March of 2006, then returned in August of 2006, but dropped out again on September 21, 2006, will be reported as a dropout in the 2005–06 count.

C. Grade Level

Dropout data should be reported for grade levels seven through twelve. Dropouts should be counted in the grade for which they fail to enroll in the fall. For example, a student who drops out without completing the ninth grade and does not return after the summer is a ninth-grade dropout. A student who completes the ninth grade and is expected to enroll in the tenth grade but does not enroll after the summer ends is a tenth-grade dropout.

Ungraded students should be assigned a nominal grade level. To determine nominal grade level, subtract five from the student's age on October 1 of the current school year. For example, a fifteen-year-old's nominal grade level is grade ten. All ungraded students over the age of seventeen should be reported as being in the twelfth grade.

Twelfth-grade dropouts should be computed by totaling the number of students who have not graduated during the regular or summer school terms and have not reenrolled for the current school year.

D. Race

white (not of Hispanic origin): a person who originates from any of the indigenous peoples of Europe, North Africa, or the Middle East

abbreviation: **W**

black (not of Hispanic origin): a person who originates from any of the black racial groups of Africa

abbreviation: **B**

Hispanic: a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race

abbreviation: **H**

Asian American/Pacific Islander: a person who originates from any of the indigenous peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands (includes China, India, Japan, Korea, the Philippine Islands, and Samoa)

abbreviation: **AP**

American Indian: a person who originates from any of the indigenous peoples of North America and who maintains his or her cultural identification through tribal affiliation or community recognition (includes Alaskan natives)

abbreviation: **AI**

SECTION 2

All “School Leavers”

A. Types of “School Leavers”

It is essential to distinguish between students who actually drop out of school and students who leave school for legitimate reasons. The following chart delineates the specific status of each type of “school leaver” and specifies whether such a student either should or should not be designated as a dropout.

The student who	Should this student be counted as a dropout?	SASI Dropout Reason Code
1. graduates	NO	Not Applicable
2. enters an educational program that provides an alternative certification to a high school diploma such as adult education or a GED program that does not track students or report dropouts to the State Department of Education	YES	20
3. leaves an elementary or secondary school and enrolls in an adult education or GED program during the 2005–06 school year and has obtained a completion credential (i.e., a state high school diploma or a GED diploma) by October 1, 2006	NO	Not Applicable
4. leaves an elementary or secondary school and enrolls in an adult education or GED program during the 2005–06 school year and has not obtained a completion credential (i.e., a state high school diploma or a GED diploma) by October 1, 2006* * The exception is the case in which the public school system monitors the student’s enrollment and reports the student as a dropout if he or she drops out of the program.	YES	20
5. has a state high school certificate or a special education certificate and is		
• a student with a disability who has completed the requirements of an IEP (individualized education program),	NO	Not Applicable
• a severely disabled student who has reached the age of twenty-one, or	NO	Not Applicable
• a severely disabled student who has entered a residential or day care facility	NO	Not Applicable

The student who	Should this student be counted as a dropout?	SASI Dropout Reason Code
6. was in membership only during the summer term following the prior school year (i.e., was not in membership during the prior regular school year)	NO	Not Applicable
7. has reached the age of twenty-one or has been emancipated by the courts without having graduated from high school or from completed an approved program	YES	41
8. is deceased	NO	Not Applicable
9. has not reenrolled for the current school year and whose educational status was unknown as of October 1 of the current school year	YES	20
10. has moved out of district or the state to another district or state and is not known to have enrolled in another school	YES	20
11. has moved out of the United States and whose enrollment status is unknown	NO	Not Applicable
12. transfers to and has membership in		
• another public school, in or out of state or	NO	Not Applicable
• a private school, in or out of state	NO	Not Applicable
13. transfers to an institution that does not offer an educational program leading to a high school diploma or alternative certification (i.e., military service, proprietary or trade schools, hospitals, rehabilitative facilities, adult correctional facilities) Note: Palmetto Unified School District is not one of these institutions.	YES	27, 30, 32, or 43
14. is residing in the district but is not attending school because of temporary or long-term illness	NO	Not Applicable
15. is residing in the district but is not attending school because of disciplinary action:		
• he or she has been suspended or expelled and given the option to return, but the disciplinary period is still in effect;	NO	Not Applicable
• he or she was suspended and given the option to return, but has not returned even though the disciplinary period has ended;	YES	42

The student who	Should this student be counted as a dropout?	SASI Dropout Reason Code
is residing in the district but is not attending school because of disciplinary action: <ul style="list-style-type: none"> • he or she was suspended or expelled and has transferred to another district; or 	NO	Not Applicable
<ul style="list-style-type: none"> • he or she has been expelled with no option to return 	YES	33
16. has transferred to an institution that does provide a <i>state- or district-approved</i> educational program leading to a high school diploma or alternative certification (e.g., youth correctional institutions, technical colleges, special state schools or districts, homebound instruction, home schooling)	NO	Not Applicable
17. has enrolled in a full-time higher education program without having been awarded a high school diploma	NO	Not Applicable
18. has not reenrolled in school but is expected to return late because of extenuating circumstances (e.g., seasonal or migratory work)	NO	Not Applicable

B. Updating Records

The status of the “leaver” may change over time. For example, a dropout might reenter school during the school year, or a school might receive a transcript request from another school or institution. It is important to update your records as soon as a student’s status changes.

C. Collection Cycle

Every district must submit all completed dropout data from SASI during the State Department of Education’s first quarterly data-collection upload period.

SECTION 3

Procedures for Verifying Student Status

A. Verification through Formal Notice

- Request a transcript or other written documentation from the receiving school to verify that a student has transferred. The date your school receives the documentation should be recorded, along with the address of the school to which the student has transferred.
- It is not necessary for you to verify that the student is attending the new school after you receive a transcript or other written documentation.
- A student is a transfer only if he or she is moving to a public or private school or a state- or district-approved educational program that leads to a high school diploma or alternative certification.
- Procedures such as exit interviews would also constitute verification of student status.

B. Verification by a Responsible Adult

- Any notification from a responsible adult will verify a student's status. "Responsible adults" include parents or guardians, school officials, and any other adult with responsibility for the student (e.g., attendance supervisor, social worker, medical doctor, corrections official).
- If an inappropriate adult or student reports that a student has dropped out of school, such a statement does not constitute verification.

C. School Records of Verification

- It is important that each school keep records that document the verification of a student's status. Since a student who drops out during a particular school year is not reported as a dropout until the fall of the following school year, careful records must be maintained so that an accurate count can be obtained.
- It is best, therefore, to seek a written form of verification, such as a copy of the transcript or a letter from the parent or guardian.

SECTION 4

Reporting Dropout Data

A. School Dropout Data Report

Every school that serves any combination of grades seven through twelve must submit dropout data, even if it has no dropouts to report. Each school must use SASI to maintain its dropout data. Schools can create a SASI query to print and review their dropout data.

B. District Dropout Data Report

Every district must submit all completed dropout data from SASI during the State Department of Education's first quarterly data-collection upload period. If no dropouts occurred at your school during the period from October 1, 2005, through September 30, 2006, please indicate that fact on the form provided in the appendix. Fax the form no later than November 14, 2006, to Aveene Coleman at 803-734-3043.

Districts can create a SASI query to print and review the dropout data for each student who is verified as a dropout. Please make sure that the following fields are completed for each such student:

- district number [school atom]
- school number [school atom]
- school name [school atom]
- school telephone number [school atom]
- student's grade level [student atom]
- student's full legal name [student atom]
- student's Social Security number [student atom]
- student's permanent ID number ("PermNum") [student atom]
- student's SUNS (Student Unique Numbering System) number [student atom]
- student's ethnicity [student atom] (Use the SASI codes.)
- student's gender [student atom]
- student's date of birth [student atom]
- student's free/reduced meals status [student atom]
- student's English proficiency [student atom]
- student's migrant status [student atom]
- EFA codes [EFA/EIA classification atom]
- withdrawal code [student atom]
- withdrawal date [student atom]
- dropout reason code [student atom]
- dropout date [student atom]

C. District Adult Education Dropout Data Report

Every school district must report students who have dropped out of an adult education program and are *no longer in SASI system*. Use the form titled “Adult Education Dropout Data” on the enclosed diskette to make this report. The data should include students tracked during the 2004–05 school year.

The diskette containing the completed “Adult Education Dropout Data” form should be sent no later than **November 14, 2006**, to the following:

Dropout Prevention and Retrieval Team
South Carolina Department of Education
1429 Senate Street, Room 808
Columbia, SC 29201

D. Dropout Data Collection

School districts can use two methods in SASI to identify a student who is determined to be a dropout: one is to select the withdrawal code W36 in the enrollment atom and then enter a dropout reason code and a dropout date in the student atom, and the other is simply to enter a dropout reason code and a dropout date in the student atom. If none of the dropout reason choices seems to be appropriate, then select “Status Unknown.”

Students identified as dropouts for the 2005–06 school year will be extracted by *these two methods only*.

E. Dropout Scenarios

The dropout reason field will be used as the “trigger” for identifying the dropouts in the following three basic scenarios:

- A student withdrew prior to the end of the 2005–06 school year and has been identified as a dropout. The dropout reason and dropout date fields must be populated in the 2005–06 student atom.
- A student finished the 2005–06 school year, may or may not have been promoted to the next grade/school, but did not return in the 2006–07 school year and has been “no showed.” The dropout reason and dropout date fields must be populated in the 2006–07 student atom. A “no show” student who has been identified as a dropout should *not* be deleted from SASI. **Note:** Not all “no shows” are dropouts.
- A student started the 2006–07 school year then withdrew prior to October 1 and has been identified as a dropout. The dropout reason and dropout date fields must be populated in the 2006–07 student atom.

In all three scenarios, we will be relying on the dropout reason and dropout date fields to identify students who have been coded as dropouts. If you assign the withdrawal code W36 to a student, please be sure to populate the dropout reason and dropout date fields as well.

Note:

- A student who was coded as a dropout in the SASI system on or after October 1 of the 2005–06 school year and who did not reenroll in school prior to October 1 of the 2006–07 school year should *not* be coded again as a dropout in the 2006–07 school year.
- A student who was identified as a dropout prior to October 1 of the 2006–07 school year will be counted as a 2005–06 dropout.

F. Selecting the Withdrawal Code W36 in SASI

The screenshot shows the SASI Enrollment form for student Elisa Abbasi. The form is titled "(Abbasi, Elisa)" and "Enrollment". It contains fields for Last Name, First Name, Middle Name, Grntrn, Grd, Gen, and Student ID. A dropdown menu is open for the 'Code' field, showing a list of withdrawal codes from W10 to W36. W36, 'Dropout', is highlighted at the bottom of the list. The form also includes fields for Enter Date, Leave Date, Code, Sch, Dst, and ADA, along with buttons for Undo and Save.

Last Name	First Name	Middle Name	Grntrn	Grd	Gen	Student ID
Abbasi	Elisa			12	F	990990993368

Enter Date	Code	Leave Date	Code	Sch	Dst	ADA
	W10 - Transfer/In-District*					Y
	W20 - Withdrawn/Unknown Status					
	W21 - Graduated					
	W22 - Transfer/Out of District*					
	W23 - Transfer/Adult Education					
	W24 - Moved Out of District/School Unknown					
	W25 - Withdrawn/Home Schooled					
	W26 - Withdrawn/Health or Pregnancy					
	W27 - Withdrawn/Tech School**					
	W28 - Withdrawn/4-Year College**					
	W29 - Withdrawn/Work					
	W30 - Withdrawn/Military					
	W31 - Withdrawn/Juvenile Corrections					
	W32 - Withdrawn/Adult Corrections					
	W33 - Withdrawn/Expulsion					
	W34 - Withdrawn/Charter School					
	W35 - Deceased					
	W36 - Dropout					

G. Selecting a Dropout Reason Code in SASI

The screenshot shows the 'Student' form in SASI. The 'Dropout Reason' field is selected, and a dropdown menu is displayed. The menu lists various reasons for dropout, each with a corresponding code. The first option, '20 - Status Unknown', is highlighted.

Code	Reason
20	Status Unknown
26	Pregnancy
27	Proprietary/Trade School - No Educ. Prog
29	Pursue Job
30	Military Service - No Educ. Program
32	Adult Correctional Facility-No Educ Prog
33	Expelled / Did Not Return
37	Poor Attendance
38	Because of Age
39	To get Married
40	Low or Failing Grades
41	Emancipated by Courts
42	Suspended / Did Not Return
43	Hospital - No Educ. Program
44	Rehabilitative Facility - No Educ. Prog.

H. Entering a Dropout Date in SASI

The screenshot shows the 'Student' form in SASI. The 'Dropout Date' field is highlighted, indicating where the user should enter the date. The form includes various other fields for student information, such as name, address, and birth date.

I. Sample SASI Queries

1. Sample SASI query to identify students with the withdrawal code W36:

Note: This query identifies only those students who have been inactivated using withdrawal code W36:

```
ASTU AENR SSCA ASCH DistNum 4,SchoolNum Name 4,Telephone 1,Grade  
FirstName MiddleName LastName SocSecNum PermNum StateID AltID1 EthnicCode  
Gender Birthdate FreeMeals EngProf Migrant EFAPrimary EFA2 EFA3 EFA4 EFA5  
EFA6 EFA7 EFA8 EFA9 EFA10 2,LeaveCode # EffDate 1,DropReason # DropDate IF  
2,LeaveCode = "W36"  
Show Inactive Records  
Show Empty Records
```

2. Sample SASI query to identify students with a dropout reason code:

This query identifies all students who have been assigned a dropout reason code.

```
ASTU AENR SSCA ASCH DistNum 4,SchoolNum Name 4,Telephone 1,Grade 1,Status  
FirstName MiddleName LastName SocSecNum StateID AltID1 PermNum UF  
EthnicCode Gender Birthdate FreeMeals EngProf Migrant EFAPrimary EFA2 EFA3  
EFA4 EFA5 EFA6 EFA7 EFA8 EFA9 EFA10 1,LeaveCode 1,LeaveDate #  
1,DropReason # DropDate IF 1,DropReason <> " "  
Show Inactive Records  
Show Empty Records
```

3. Sample SASI query to identify “no show” students in the 2006–07 school year:

```
ASTU AENR SSCA ASCH DistNum 4,SchoolNum Name 4,Telephone 1,Grade  
FirstName MiddleName LastName 1,Status SocSecNum StateID AltID1 PermNum  
EthnicCode Gender Birthdate FreeMeals EngProf Migrant EFAPrimary EFA2 EFA3  
EFA4 EFA5 EFA6 EFA7 EFA8 EFA9 EFA10 2,LeaveCode # EffDate 1,DropReason #  
DropDate IF 1,Status = "N" and TransYear = "05"  
Show Inactive Records  
Show Empty Records
```

The State Department of Education will extract the dropout data from the school districts' first quarterly data upload, which occurs in the fall.

J. Getting Follow-Up Assistance

Questions about dropout data-collection policies and procedures or requests for assistance should be directed to the Dropout Prevention and Retrieval Team at 803-734-3057 or 803-734-1122. Questions about SASI and the quarterly data collection should be directed to District Technology Services at dtsqueue@sde.state.sc.us or 803-734-7000.

Schools Having No Dropouts

Name of district superintendent: _____
(Please type or print.)

Please list all schools in your district serving grades seven through twelve that had no dropouts during the 2005–06 school year:

[illegible]